

# Job Vacancies!!

Our Client is a non-profit Professional Body set up in 1969 to cater for the interest and propagation of the Landed and Valuation Profession in Nigeria. The Institution is looking for qualified applicants to fill in the following positions.

## A. Executive Secretary ES001 (Abuja)

### Responsibilities

The Executive Secretary is the Chief Operating Officer of the Secretariat. S/he oversees the day-to-day management of the Secretariat. His duties include but not limited to the following:

1. Coordinating the activities of all the Heads of Departments and directing all staff of the Institution in the performance of their duties;
2. Providing leadership and developing appropriate recommendations for the implementation of the plans of the Institution;
3. Ensuring that Council decisions and directives are meticulously implemented under the supervision of the Honorary National Secretary;
4. Collaborating and supporting relevant Committees of Council to facilitate the delivery of their assignment;
5. Ensuring the integrity, accuracy and security of all the Institution's records;
6. Preparing and presenting periodic reports on the state of affairs of the Institution's Secretariat to the Management Committee through the Honorary National Secretary;
7. Carrying out other such duties as the President, Management Committee or the National

### Qualifications/Requirements

- Be a graduate with good honors Degree in any of the Social Sciences/Humanities and a Master's Degree from a recognized institution of higher learning.
- 15 years cognate experience.
- Evidence of strong administrative leadership, initiative and creativity in policy formulation, institutional relations and positive managerial attributes.
- Evidence of Membership of Human Resources Management professional body(ies) in Nigeria e.g. CIPM.

## B. Head, HR/Admin HRA002 (Abuja)

### Responsibilities

1. Formulates and implements HR policies, procedures and controls.
2. Oversees baseline HR activities.
3. Responsible for the identification of the training needs of the talents within the Institution with the view to designing training programs to meet those needs.
4. Responsible for developing organizational strategies by identifying and researching human resource issues, talent retention strategy, contributing information, analysis and recommendations to organization strategic thinking and direction and establishing human resources objectives in line with organizational objectives.
5. Responsible for managing human resource operations in such areas as recruitment, performance appraisal, orientation of new talents, training disciplining/sanction of staff etc.
6. Responsible for designing and managing a smart performance appraisal framework for the Institution that is transparent and geared towards increased productivity of staff.
7. Responsible for ensuring best Human Resource practices and ensuring excellent physical and mental health of all employees at all times.
8. Responsible for the review and administration of the Institution's HR Policies Handbook.
9. Responsible for the efficient and proper administrative functions of the Secretariat.
10. Ensures that all equipment necessary for the efficient running of the Institution's offices in Abuja, Lagos and Enugu are always in good shape. This includes but not limited to operational vehicles, telephone lines, computer systems, air conditioners, televisions, DSTV etc.

### Qualifications/Requirements

- A first degree in Human Resources, Social Sciences or related field
- Master's degree in relevant field will be an advantage.
- Member of CIPM, CIPD, SHRM are encouraged
- 10 years' experience in Human Resources and 5 years in senior level/management position. Detail-oriented and organized. Good knowledge of Labour Law. Excellent Organizational Skills. Strong Communications Skills.

## C. Head, Professional Development/Faculties & Research PDF003 (Abuja)

### Responsibilities

1. Create and execute learning strategies and programs
2. Evaluate members and Institution's development needs
3. Implement various MCPD learning methods in line with global practice
4. Design and deliver e-learning courses, workshops and other trainings
5. Assess the success of development plans and help members make the most of learning opportunities
6. Track budgets and negotiate contracts on training and Development
7. Assist MCPD Chairman to Hire and oversee training and L&D of the Institution
8. Responsible for all Faculties of the Institution.
9. Responsible for arranging and organizing Mandatory Continuing Professional Development (MCPD) activities of the Institution as directed by the Chairman of the National CPD Committee.
10. Serve as the Administrative Secretary to The National CPD Committee of Council.
11. Serve as the Desk Officer of all Faculties of the Institution, handling correspondences, rendering administrative assistance to NIESV Faculties in holding periodic meetings, seminars, Workshops and other CPD activities.
12. Serves as the Administrative Secretary to the Faculties Board under the Faculties Coordinator, the First Vice President.
13. Serve as Administrative Secretary to the Research and Development Committee of Council.

### Qualifications/Requirements

- A first degree in Estate Management
- Master's Degree in relevant field will be an advantage
- Must be a Professional member of NIESV and registered with ESVARBON

- Proven minimum of 10 years post qualification experience
- Must have good flair for training, research and development
- Must have knowledge of current ideas for professional development
- Familiarity with e-learning platforms and practices
- Experience in project management and budgeting
- Proficient in MS Office and Learning Management Systems (LMS)
- Excellent communication and negotiation skills; innovative and analytical

## D. Head, Information Technology/Social Media Management IT004 (Abuja)

### Responsibilities

1. Manage information technology infrastructure resources and computer systems, plan, organize, controls and evaluate IT and electronic data operations.
2. Ideal candidate will lead the design, specification, configuration, installation and maintenance of local area network hardware, software, and telecommunication services and internet service providers.
3. The candidate must ensure security of data, network access and backup systems. He must be able to preserve assets, information security and control structures, handle annual budget and ensure cost effectiveness.
4. He / She must be able to establish, maintain and regularly test disaster recovery plan.
5. Ideal candidate must effectively communicate the IT vision and plans in understandable terms throughout the Institution.
6. In addition, he/she must be able to develop Service Level Agreements for service providers, determines performance targets for IT personnel and assists in selecting IT Service Providers.
7. Act in alignment with user needs and system functionality to contribute to organizational policy.
8. Identify problematic areas and implement strategic solutions in time
9. Audit systems and assess their outcomes
10. Preserve assets, information security and control structures
11. Develops and implements the Institutions ICT architecture.
12. Coordinates the development of programmes/applications to drive the services of the Institution.
13. Responsible for developing of Websites, Software and efficiently maintain existing codebase of the Institution.
14. Coordinates the acquisition and installation of hardware and software.
15. Manages all social media platforms of the Institution

### Qualifications/Requirements

- BSc/HND in Computer Science, MIS or similar fields plus relevant IT certifications.
- Must be skilled in HTML, CSS, JQuery, AJAX, JAVA, PHP, C++, CCNA and related Programming Languages
- Post graduate/Master's degree and additional qualification in Information Technology will be an added advantage.
- Proven working experience as an IT Manager or relevant experience
- He/she must have proven working experience as an IT Manager with a minimum of ten years IT experience, five of which must be at a Senior Management level.
- Excellent knowledge of technical management, information analysis and of computer hardware/software systems.
- Expertise in data centre management and data governance.
- Hands-on experience with computer networks, network administration, network installation, Website design etc.
- Able to direct and coordinate operations with strong organizational and time management skills.

## E. Head, Legal/PPC Administrative Secretary -LAP05 (Abuja)

### Responsibilities

1. Act as in-house legal adviser to the Institution
2. Liaise with legislative bodies, monitor and track extant laws, rules and – other developments related to Estate Surveying and Valuation field, including drafting of necessary bills.
3. Act as admin secretary to the Professional Practice Committee, Legal Committee and Board of Trustees of the Institution. Arranging meetings and official correspondences of the Committees.
4. Assist the PPC to minimize members' contravention of stipulated rule and regulations.
5. Advise the Institution on legal matters.
6. Perform accurate legal research and analysis.
7. Interpret laws, rulings and regulations in legal documents.
8. Prepare and format legal and management reports
9. Respond to all case-related queries.
10. Ensure efficient and effective administrative information and assistance.
11. Perform other duties that may be assigned by the Executive Secretary.

### Qualifications/Requirements

- Candidate should possess an LLB Hons Degree from a reputable university.
- LLM will be an added advantage
- Ten years cognate experience of which five years must be from legal services
- Ability to grasp and interpret legal documents
- Strong Administrative skills, including proficiency with MS Office applications;
- Analytical thinker with detailed research proficiencies
- Ability to work under pressure and meet deadlines
- Ability to work independently and as part of a team
- Brilliant written and verbal communication skills

## F. Legal Officer-LAPO06 (Abuja)

### Responsibilities

1. Assist Head of Legal Department to oversee Institution lawsuits
2. Ensure the company fills out and submits all its legal paperwork.
3. Assist the HOD in the area of legal research and analysis.
4. Interpret laws, rulings and regulations in legal documents.
5. Compile, proofread and revise drafts of legal documents and reports.
6. Daily record keeping with electronic and hard copy filing of documents.
7. Obtain relevant information from other organizations or agencies.
8. Create and organize information, and generate reference tools for easy use by the office.
9. Report all case-related queries.
10. Perform other duties that may be assigned by the Head, Legal/PPC Administrative Secretary.

### Qualifications/Requirements

- Candidate should possess an LL.B Hons Degree in Law from a reputable university.
- Five years cognate experience of which two years must be from legal services
- Ability to grasp and interpret legal documents
- Strong Administrative skills, including proficiency with MS Office applications;
- Ability to work under pressure and meet deadlines
- Brilliant written and verbal communication skills

## G. Liaison Officer - LO06 (Enugu)

### Responsibilities

1. Ensuring the smooth running of the office

2. Supervising staff and ensuring duties are effectively discharged
3. Handling all personnel matters and guiding the Abuja/Lagos offices
4. Overseeing all general administrative matters in the liaison office
5. Liaising on a daily basis with staff at the National Secretariat, especially Heads of Departments to ensure that activities concerning their departments in Liaison office go on smoothly.
6. Handling all correspondence in the liaison office
7. Attending to members of the Institution/general public and handling enquiries/complaints
8. Ensuring Committees/Sub committees of Council and Faculties/Business divisions successfully hold their meetings at the office
9. Being in attendance and taking minutes at such meetings as may be required
10. Handling/overseeing procurement and local purchasing of supplies for office use

### Qualifications/Requirements

- B. SC/HND in Social Sciences
- Five years cognate experience
- Excellent verbal and written communication skills
- Ability to establish and nurture beneficial business relationships
- Self-motivated with a willingness to take initiative and solve complex problems
- Must be resident in Enugu

## H. Procurement Officer – PO08 (Abuja)

### Responsibilities

1. Maintain strong working relationship with our vendors, review purchasing agreements with vendors and maintain open lines of communication.
2. Develop active process for measuring supply inventory and determining purchasing needs based on quarterly and annual numbers.
3. Stay up to date with industry trends and establish long-term purchasing arrangements with vendors when it is beneficial to the Institution.
4. Product deliveries with issued purchase orders and contact vendors management.
5. Evaluate offers from vendors and negotiate better prices.
6. Track orders and ensure timely delivery.
7. Processing of all procurements of goods and services.
8. Implement the Institution's procurement manual.

### Qualifications/Requirements

- BSC/HND in Social Science or related field
- Five years cognate experience
- Professional Certification in Procurement will be an added advantage
- Computer Literacy with good knowledge of Microsoft office package
- Strong interpersonal and communication skills and ability to work under pressure.

## I. Membership Officer – MO07 (Abuja)

### Responsibilities

1. Responsible for maintaining membership database
2. Sends out critical analyses, reminders, and follows up on necessary require documents or payments.
3. Taking enquiries via multiple communication channels, providing a high level of customer service and updating the database accordingly.
4. Assist to manage member life-cycle i.e. payment, new member communications, member benefit administration and renewal process
5. Upgrading member's details from Probationers/Graduates to Associate accordingly.
6. Process Associate results (Election letter) for HNS approval and allotting new membership number to the new associate accordingly.
7. Collation of synopsis for approval.
8. Collations of critical analysis, submitted by candidates on daily basis, check and enter them on system in preparation for the next screening/interview.
9. Process the approved and not approved synopsis and communicate the affected candidates accordingly.
10. Update Associate register
11. Attending to all Membership sub-committee's meeting.
12. Communicate to candidates after the screening of logbooks/dairies exercise through text messages.
13. Receive all department mail from Liaison/Enugu offices and report to the HOD for further actions.
14. Prepare the new interview check list.
15. Attending to members complaints daily and receiving directive from HOD.

### Qualifications/Requirements

- BSC/HND in Social Sciences
- 2-3 years of experience in a related role
- Customer-oriented attitude
- Excellent verbal and written communication skills
- Ability to establish and nurture beneficial business relationships
- Self-motivated with a willingness to take initiative and solve complex problems

## J. Account Assistant – AA09 (Abuja)

### Responsibilities

1. Receiving payments through POS, cheques, tellers and cash (where applicable) and issuing them receipts accordingly
2. Book-keeping and general accounting
3. Creating and maintaining spread sheets
4. Performing clerical work and interoffice support including receiving and processing mail
5. Invoicing and reconciliation for varying departments
6. Maintaining and promoting excellent vendor relations
7. Ensure timely postings of all payments and update of members' records.
8. Ensure successful upload of payments into the membership software.
9. Handling of cash imprests for the National Secretariat and any other cash disbursements.
10. Monthly preparation of staff salary and ensuring that all deductions are properly done and necessary memos raised
11. Responsible for all cheques and cash for banking.
12. Any other duties as may be assigned by the Head, Accounts

### Qualifications/Requirements

- BSC/HND in Accounting or any related discipline
- 2-3years of experience in a related role
- Smart and must be a Fast learner

### How to Apply

Interested and qualified candidates should forward their Applications to [jobs@acehrconsulting.com](mailto:jobs@acehrconsulting.com) within 10 days from date of publication of this advertisement. Due to high volume of applications, only shortlisted candidates shall be contacted for interviews.



# ACE HUMAN RESOURCES CONSULTING

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